

INSPECTIONS REQUEST OUTLINE

All holders of permits or their agents shall notify the Inspections Division at each of the following states of construction, so that approval may be given before work is continued:

1. **Footing Inspection:** Made after trenches are excavated and the necessary reinforcements are in place and before concrete is placed.
2. **Pre Sub Floor (First Floor Framing):** Made after foundation wall or spot piers have been erected, sills, floor joists, and girders in place, prior to the installation of the first floor sheathing.
3. **Nailing:** Nailing Pattern – exterior sheathing to wall framing.
4. **Rough-in Plumbing Inspection**
5. **Rough-in Mechanical Inspection**
6. **Rough-in Electrical Inspection**
7. **Framing Inspection:** Made after all structural framing is in place and all rough-ins (plumbing, electrical and heating) have been installed. The framing inspection may be requested at the same time as the rough-ins, however, should one or more of the rough-in inspections “fail”, the framing inspection will not be approved. This is to ensure all inspections have passed before framing members are covered in any way. Poured in place concrete structural elements shall be inspected before each pour of any structural member.
8. **Insulation Inspection:** Made prior to sheet rock.
9. **Driveway Inspection**
10. **Final Inspection:** Made after building or structure has all doors hung, fixtures set and ready for occupancy, but before buildings is occupied.
11. **Certificate of Occupancy:** No new building or part thereof, shall be occupied, no addition or enlargement of any existing building after being altered or moved shall be occupied, and no change of occupancy shall be made in any existing building or part thereof, until the Inspections Division has issued a Certificate of Occupancy. Therefore, the Inspections Division shall issue a Certificate of Occupancy when inspection is made and found that the building in all respects conforms to the provisions the regulatory codes and related City ordinances for the occupancy intended.

Contact the Inspections Division of the Public Works Department at 329-4466 for questions regarding needed inspections.

Note: This is just an outline and should not be viewed as a mandate for the North Carolina Building Code requirements of regulatory procedures. It is strictly an outline for insight purposes to assist new contractor's inspection concerns regarding the City of Greenville's Inspection Division. Additional special inspections may be needed due to the type of construction.